

# Office Memorandum • UNITED STATES GOVERNMENT

TO : Advisor for Management  
FROM : 25X1A9a  
SUBJECT: Survey of Agency Graphic Facilities

~~CONFIDENTIAL~~

DATE: 9 December 1950

1. In compliance with your request, the following persons were contacted and expressions were gathered regarding the subject of proposed centralization of graphic facilities throughout the Agency.

Office of Research and Reports -  
ORR/NIS -  
TRD -  
Office of Special Services -

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2. A general consensus reveals that centralization of Agency graphic facilities would in no way assist the offices affected, but would in turn create additional problems not presently encountered.

3. Centralized control of individual dispersed segments would likewise create problems and in no way add additional facilities to those in existence.

4. The following specific reasons against such a proposal were given:

a. NIS

(1) The NIS Coordinator stated that the graphic construction segments of his organization were an integrated function with the editorial personnel and separation would cause considerable confusion and loss of production.

(2) The specifications and procedures for NIS production were learned only after long periods of on-the-job training and these personnel were being utilized to the fullest extent possible.

(3) To remove graphic and allied functions from the direct control of the NIS Coordinator would in essence be depriving him of a major responsibility that he feels is absolutely essential to the continuation of the NIS program.

b. TRD

(1) Discussion with the Chief, Training Division reveals that while no objection is given to the physical construction of graphic materials by a centralized service, the nature of activities requires that qualified

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personnel be immediately at hand for close contact with those persons for whom these functions are performed.

(2) Time consumed awaiting personnel, lack of immediate facility and completion of work in competition to other equally urgent Agency priorities are objections raised to centralization effort.

c. Office of Special Services

(1) The Office of Special Services by the nature of their activities currently performed or planned for the "Operations Room" requires sufficient personnel physically located within that office for continuing maintenance of this project.

(2) It was agreed, however, that materials of lesser classification could in some instances be handled by an outside facility.

(3) Again, the problem of priorities was raised and partial centralization was acceptable providing assurances of first priority could be given for work to be accomplished.

5. The majority of the problems arising in the early stages of the "Operations Analysis Handbook" were largely attributable to conflicts in priorities together with other factors which determined the advisability of Management control of graphics needed for this publication.

6. The operating offices contacted agreed unanimously that graphic presentation was in essence an intelligence interpretation of operations and not a services function and as such should be closely allied with the components for which they serve.

7. Despite the continuation of separated graphics within the Agency, there is a definite need for a central graphics component to service: (a) requests of segments with no graphics facility; (b) NSC Staff and NSRB who depend on CIA for support; (c) loan of personnel to operating graphics units when excesses in workload occur.

8. One building housing all CIA activities would in the opinion of the undersigned lend itself to the consolidation of all graphic and similar services with a segment provided for ultra-sensitive materials. Realizing that it is highly improbable that such will be the case, it is recommended that consolidation be deferred at this time and efforts expended to staff existing facilities.